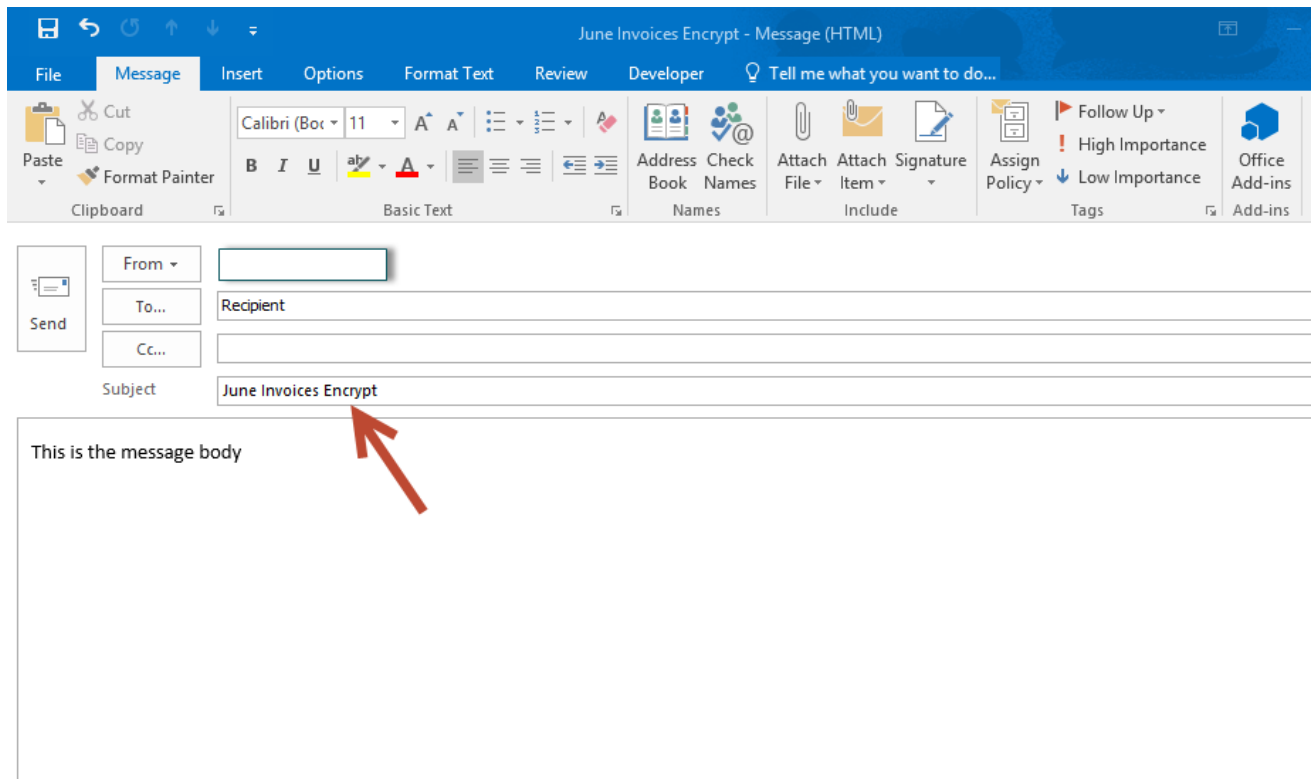


How to use the encryption service at Office 365

START A NEW EMAIL MESSAGE.

ADD THE WORD ENCRYPT INTO YOUR SUBJECT LINE OR THE PHRASE “MARKED FOR SECURE DELIVERY” WITHOUT THE QUOTES



The screenshot shows the 'New Message' window in Office 365. The title bar reads 'June Invoices Encrypt - Message (HTML)'. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', 'Review', 'Developer', and a search bar 'Tell me what you want to do...'. The 'Message' tab is active, showing options for 'Clipboard' (Paste, Cut, Copy, Format Painter), 'Basic Text' (font face, size, bold, italic, underline, color, background color, text color, text background color, text background color), 'Names' (Address Book, Check Names), 'Include' (Attach File, Attach Item, Signature), 'Tags' (Follow Up, High Importance, Low Importance), and 'Add-ins' (Office Add-ins). The 'From' field is empty. The 'To' field is labeled 'Recipient'. The 'Cc' field is empty. The 'Subject' field contains the text 'June Invoices Encrypt', which is highlighted with a red arrow. The message body area is labeled 'This is the message body'.

THIS WILL SEND THE USER AN ENCRYPTED MESSAGE.